Office Memorandum · UNITED STATES GOVERNMENT

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TO   : **Deputy Director of Training (General)**   DATE: **21 August 1952**

FROM : **Acting Chief, Orientation & Briefing Division**

SUBJECT: **Report for Week 14-20 August 1952**

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     1. At the request of the Director of Training and for the benefit of [ ], who is preparing a script for the General to be used for the introductory remarks in the new CIA film being produced, we are making available copies of the DCI's message at past Orientation Courses. From these, it is hoped that [ ] will be able to use the General's own words for the script.

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     2. On Monday, 18 August, a special briefing was given to [ ], Chief, Programs Division, OTR(G), on the present internal organization of the Agency.   25X1

     3. Arrangements have been made for the Orientations Room to be used on Monday, 15 September, by OSI for their Joint Scientific Conference [ ]. On that day, there will be   25X1 some 60 people in attendance, and the Orientations Room seems to be the only room adequate for the purpose. The OSI conference room will be used for the remainder of the two-week conference. Arrangements have been made with the Security Office to shift the usual Monday indoctrination to the following day.

     4. On Wednesday, 20 August, the second in the series of bi-weekly presentations was sponsored by the Office of Procurement and Supply. Mr. Garrison gave an excellent 20-minute introduc-   25X1 tory talk. He was followed by his Acting Deputy, [ ], who spoke for the remainder of the hour on "Procurement Planning." [ ] material was interesting and informative; but, from the point of view of training, the audience would have benefited by a clearer organization of the material. It was obvious, however, that a considerable amount of preparation went into the presentation, and this is indicative of the importance which is being attached to the Presentations Program by the participating offices.

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**Acting Chief
Orientation and Briefing Division**

25 YEAR RE-REVIEW